

**Matt Blunt**  
Governor



**Michael N. Keathley**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Division of Accounting  
570 Truman Building, 301 West High Street  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
**INTERNET:** <http://www.oa.mo.gov/acct>  
**E-MAIL:** [acctmail@mail.mo.gov](mailto:acctmail@mail.mo.gov)

**Thomas J. Sadowski**  
Director

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** August 2, 2006  
**RE:** Warrant Intercept

Per the Missouri Revised Statutes, Chapter 140, Collections of Delinquent Taxes Generally, Section 140.855, the warrant intercept process was implemented August 1, 2006. This process will intercept payments made in the SAM II Financial System to vendors that the Department of Revenue (DOR) has determined to owe delinquent taxes.

All payments made to vendors via ACH/EFT will have an admittance advice printed. If the payment is made to the vendor via a check and the payment is intercepted in its entirety, an admittance advice will be printed. These admittance advices will be sent to the DOR. The DOR will include the admittance advice with the certified letter that is sent to the vendor.

If the payment is made to the vendor via a check and the payment is only partially intercepted, the amount intercepted and a phone number will be included on the check stub for the vendor's information. These checks will be distributed the same as previously. If there is a check category tied to the payment, the check will be sent to the agency. If there is no check category tied to the payment, the check will be mailed to the vendor. DOR will send the vendor a certified letter regarding the intercept.

Effective today, August 2, 2006, agencies wanting to do check cancellations of vendor payments (A-series checks or an EFT to a vendor) that have a DOR intercepted amount must coordinate with the DOR for processing. The DOR must complete an NF (Non-Sufficient Funds) document. The request for approval of the NF document and the request for the check cancellation must be sent to OA/Accounting for processing as one packet. Both items must be received prior to approvals being applied. If you need to contact the DOR, please call them at (573) 751-2676.

The Warrant Intercept Report, Number OFN474R1, is available on MOBIUS to assist agencies with identifying payments to vendors that have a DOR intercepted amount. A security form must be completed to have access to this report. Please make sure to use this report when processing a check cancellation as there is no place in SAM II to see that the DOR intercepted any or all of a payment. State Treasurer Office Check Inquiry system and the vendor payment website will also show that there has been an intercept against the check. Agencies can see this information on the vendor payment website for vendors with an FEIN but not a SSN.

If assistance is needed with this process, please have your agency customer service coordinator contact the OA/Accounting help desk at (573) 522-6000.

A complete listing of all Agency Customer Service Coordinators, by agency number, can be found on the SAM II Financial web site at [www.mo.gov/mo/samii](http://www.mo.gov/mo/samii), under Contacts on the left side of the page.